

WORKFORCE

DEVELOPMENT BOARD

of Morris, Sussex and Warren Counties

Meeting Minutes

Executive Committee

David Hollowell, Chair

April 19, 2016 via conference call

Attendees: Jane Armstrong, Marie Betlow, Ann Marie Flake, David Hollowell (WDB Chair), Jack Patten (WDB Director), Sallie Sullivan.

The meeting was called to order at 9:30 AM.

North Regional Plan

Jack reported that all of the regions in New Jersey met with the SETC's consultant, Thomas P. Miller, who is actually writing the Regional Plan for the SETC. Jack said the regions expected more direction and communication from the consultant by this time, but have heard nothing since the March 12 meeting.

Jack noted that the State Plan was due to the US Department of Labor on March 1, 2016, but New Jersey received an extension until April 1. There was to be a 30-day comment period; however, the actual period turned out to be one day. There were many complaints about the short time for review and feedback.

One-Stop Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires a memorandum of understanding (MOU) between the Workforce Development Board (WDB) and the One-Stop Career Center Partners. The WDB prepared this MOU and it is being signed by the Partners. The MOU details how Partner programs and services will be provided in the Morris, Sussex, Warren One-Stop Career Centers and how Partners will share costs.

MSW Workforce Development Consortium Agreement

A second MOU, between Morris, Sussex and Warren counties, renews Morris County's designation as the administrative entity for workforce development funds received for the three counties. The new MOU was updated to include WIOA and Workforce Development Board language and a clause about the removal of board members for non-attendance. It is under sequential review, beginning with the Sussex County Freeholders.

WDB Certification

Both of the MOUs described above are required elements of WIOA certification, conducted by the NJ State Employment and Training Commission (SETC). These MOUs, unsigned, were submitted to the SETC in March, with eight other required submissions relating to board composition, meetings, budget, performance, staffing and annual reports.

Convertech

Convertech, a manufacturing company in Wharton, is eager to access resources from WDB and Employment and Training Services (ETS). ETS has already written two On-the-Job Trainings (OJT)

and will write two more in the near future. Two of the OJTs are for people with disabilities. Converttech also wants to train some of their top engineers in Six Sigma. They have a vendor in mind, although the curriculum remains uncertain. We can provide them with online training for free that would cover some of the courses. We may be able to begin our incumbent worker programs with a small investment at Converttech.

Sussex County Community College

Jack informed the Committee that Sussex County Community College (SCCC) did away with their Adult Education program two years ago. He indicated the WDB and ETS have been talking to SCCC for years and suggesting they visit Warren County Community College (WCCC) to see what Eve Azar, Vice President of Corporate & Continuing Education, does. WCCC is the WDB/ETS's best training vendor. WCCC is a highly successful training provider with years of effective training results. WCCC has many best practices to share with other training providers.

Now, SCCC has retained Eve to restart their Adult Ed programs. Jack and Donna Buchanan are very pleased that Eve will assist SCCC in developing appropriate Adult Ed courses that will yield placements with local employers.

In addition, WCCC is starting a youth one-stop career center under Eve's direction to increase area youth access to WIOA-funded programs and services.

Adult Entered Employment

The Adult Entered Employment performance dropped to 76.4%. In response, the WDB and ETS have reviewed rosters of customers in this measure. It appears that a large number of customers who will soon enter this measure have jobs. Roster review will continue through the end of the program year in June; by that time, it will be determined whether or not we make the measure.

WDB Senior Planner

On April 25, Jane Armstrong, formerly of County College of Morris, joins the WDB staff as Senior Planner. Jane has extensive successful experience in planning and operating employment and training programs with special expertise in multi-partner initiatives. She will lead the MSW Regional Plan development.

The next Executive Committee meeting is scheduled for Tuesday, July 19, 2016.